

**SECRET**

*Handwritten:* Records

25 AUG 1970

MEMORANDUM FOR THE RECORD

SUBJECT: Improved Federal Reporting and Reduction Related Paperwork

Last week after talking to Gordon Stewart I forwarded to him all the papers on this subject with the thought that his staff might take over management of the committee necessary to review the reduction of reports as required by BOB Circular A-44 dated June 17, 1970. The paper has been delayed in transmission so the Agency is just now acting on it. After Gordon Stewart reviewed the paper he felt that this was a PPB responsibility and he consequently got in touch with [ ] and John Clarke. On 21 August John Clarke and [ ] met with Jack Coffey and me to discuss who should chair the committee. After some discussion it was agreed that [ ] would chair the committee for this purpose. I promised full support from the DD/S in carrying out this program. I then phoned [ ] to advise him of this development and asked that he and [ ] get together upon [ ] return from leave and advise me which of the two should be the DD/S representative to this committee.

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[ ]  
R. L. Bannerman  
Deputy Director  
for Support

DD/S: [ ] (24 August 1970)

Distribution:

- O - DD/S Subject w/background
- 1 - DD/S Chrono

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GROUP 1  
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